



Second Client Meeting



Date [↗](#)

Wednesday, 20th, March, 2024

9:00 am - 10:40 am



Participants [↗](#)

- Xue Jiao
- Qiuling Liu
- Yun Dai



Goals [↗](#)

- Update progress with clients, and show the prototypes to the clients to confirm the design could meet the requirements.
- Check the design function meets all requirements.
- Confirm the priority of feature development with the customer.



Discussion topics [↗](#)

| Item | Presenter | Notes |
|-------------------------------------|----------------------------------|---|
| Booking Status | Yun Dai | If someone cancels the booking, the booking will be marked as invalid. |
| The booking system's functionality | Yun Dai | The science gallery staff needs the functionality to delete, edit, and add the booking information, due to some of the bookings will come from the phone call. |
| School list functionality | Xue Jiao | Clients prefer to keep the list and hope to edit, delete, and add schools to the list. |
| Room list functionality | Qiuling Liu | The room information would be changed frequently, so it would be great if we could provide a page for clients to manage the room. |
| Program list functionality | Xue Jiao | The program is not fixed, it changes from time to time, and clients need to manage the programs. |
| To avoid the double booking problem | Yun Dai | Due to the double booking problem is complex including the time, room, people, and school arrangements restrictions, so we agree with the client that this issue will be manually confirmed by them and we just need to streamline the process. |
| Prioritisation of requirements | Yun Dai , Qiuling Liu , Xue Jiao | Divide the requirements into must-have, could have and bonus parts. |



Decisions [↗](#)

👉 For the double booking questions, add a new status as 'confirmed' or 'not confirmed yet' to make it easier for clients to confirm the booking.

👉 Set the requirements that are must-have as the highest priorities.

👉 Provide a status for science gallery staff to check whether the booking is valid.

👉 Add the room, program, and school list page for clients to manage.

👉 The booking system could be edit, save, delete, add by the staff.